



**To: Chief Officer Employment Committee**

Professor Steven Broomhead  
Chief Executive

**Councillors:**

**T O'Neill (Chair), R Bowden, J Guthrie, B Barr  
and K Buckley**

Town Hall  
Sankey Street  
Warrington  
WA1 1UH

**Chief Officer Employment Committee**

**Thursday, 11 October 2018 – 1.00pm in the Tea Room, Town Hall,  
Warrington WA1 1UH**

---

Agenda prepared by Christine Oliver, Executive Assistant to the Leader.  
(Telephone (01925) 442104, Email: coliver@warrington.gov.uk).

**AGENDA**

**Part 1**

Items during the consideration of which the meeting is expected to be open to members of the public (including the press) subject to any statutory right of exclusion.

**1. Code of Conduct – Declaration of Interests  
Relevant Authorities (Disclosable Pecuniary Interests)  
Regulations 2012**

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

**2. Minutes**

**Page 3**

To agree the minutes of the meeting held on 12 July 2018.

**Part 2**

Items of a “confidential or other special nature” during which it is likely that the Meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.

1.30pm-2.15pm

**3. Interview –Operational Director, Economic Growth**

**Page 5**

- (1) Job Description and Person Specification attached.
- (2) Covering Letter and Application Form attached.

2.30pm – 3.15pm

**4. Interview – Operational Director, Transport and Environment**

**Page 23**

- (1) Job Description and Person Specification attached.
- (2) Covering Letter and Application Form attached.

**CHIEF OFFICER EMPLOYMENT COMMITTEE**

**12 July 2018**

Present: Councillors R Bowden (Chair), M McLaughlin, P Wright, P Walker and K Buckley.

**CO 1 Apologies**

Nil.

**CO 2 Code of Conduct – Declarations of Interest**

There were no declarations of interest made.

**CO 3 Minutes**

Resolved – that the Minutes of the meeting held on 13 March 2018 were received and signed by the Chairman of the Committee and signed as a correct record.

**CO 4 Exclusion of the Public (including the Press)**

Resolved - that members of the public (including the press) be excluded from the meeting by reason of exempt information considered in the course of the following item of business being within Category 4 of Schedule 12A to the Local Government Act 1972 and the public interest in not disclosing the information outweighs the public interest in disclosing it.

**CO 5 Appointment of Operational Director, Adult Social Care, Families and Wellbeing**

The Committee interviewed two applicants for the above position.

Resolved – that an offer be made to Cath Jones, subject to any constitutional arrangements.

Signed.....

Dated.....





# JOB DESCRIPTION

**DIRECTORATE:** Economic Growth

**POST DETAILS**

**JOB TITLE:** Operational Director – Economic Growth / Managing Director – Warrington and Co.

**LOCATION OF WORK:** The Base / New Town House / Town Hall

**DIRECTLY RESPONSIBLE TO:** Chief Executive

**DIRECTLY RESPONSIBLE FOR:** Service Managers within the Directorate

**SALARY:** Grade C (tbc)

**PRIMARY PURPOSE AND SCOPE OF THE JOB:**

- To lead on the Council's economic growth agenda 'Warrington Means Business' and ensure the council plays a leading role in driving growth in the local economy.
- To provide strategic direction to the management, acquisition and disposal of the Council's property assets
- To be the strategic lead on the development of the Council's Planning Policy framework including the new Local Plan
- To promote the work of Warrington and Co. and that of the wider Council, in order to help attract inward investment and grow the economy
- To take a key role in the sub-regional economic agenda
- To take a leading role in the business skills and business support agendas
- To take a leading role in the place marketing of Warrington, Warrington businesses and its economy generally.
- Lead and inspire employees so that they have a full understanding of how their contribution links to the Council's visions, values and ambitions with a clear sense of purpose.

**KEY TASKS AND ACCOUNTABILITIES**

1. To provide strategic leadership to the Economic Growth Directorate, Warrington and Co. and all associated services including Property and Estates, Planning Policy, Council owned Housing Companies, Business Growth and Investment, and oversight of major inward investment projects across the Borough.
2. To report directly into the Chief Executive on matters concerning the delegated areas of responsibility and wider corporate initiatives as required.
3. As a member of the Council's Senior Management team, to support the development and delivery of the Council's Corporate Strategy, and provide high level professional advice to SMT colleagues.
4. Manage and lead services directly accountable for through good financial management and a strong performance culture.

5. To strategically plan and deliver large-scale urban regeneration projects across the town.
6. To provide strategic leadership on the development and delivery of a business support framework for new and growing businesses including the Business Exchange
7. To improve the commercial terms on which the property assets are operated.
8. Manage Heads of Service and be responsible for the monitoring and evaluation of performance management of the services by ensuring clear target objectives and means by which performance can be robustly managed.
9. Ensure that all members of the Directorate receive focussed and regular supervision, effective management and personal development in accordance with Council policy.
10. Develop positive and effective relationships with, and provide strategic advice on issues related to the Economic Growth Directorate, Warrington and Co., and all associated services to Elected Members, partner agencies and colleagues across the Council.
11. Provide high level support to Full Council, Executive Board, Policy Committees and the Council's Scrutiny function, and through the constitutional framework to assist them in identifying priorities, policies and service developments to meet both national priorities and local need.
12. Use the Council's available financial resources to maximum effect within the Council's financial regulations and standing orders, and manage the Directorate area budget within expenditure limits. To ensure that the service is efficient and effective and delivers good value for money.
13. Be responsible for all Human Resource matters including health, safety and welfare of employees as well as recruitment, performance, development and disciplinary matters.
14. Be responsible for robust and effective performance management, quality assurance, target setting and business planning in line with Corporate and Service priorities.
15. Work with Senior Management Team colleagues to ensure the development and delivery of crosscutting themes across the Council.
16. Actively support and promote co-operative and collaborative working throughout the Council and with the Council's partners where appropriate including Local Enterprise Partnerships.
17. Constructively develop and promote effective relationships with stakeholders and partners ensuring that services are responsive to the diverse needs of all community members who live and work in Warrington.
18. To be an ambassador for the Council by developing and maintaining a positive image and reputation for the Council.
19. Ensure that all employees and activities within the Service comply at all times with the requirements of relevant legislation and statutory duties.
20. Promote equality of opportunity and access to the Council's functions and service activities and to fulfil the Council's responsibilities as an employer.
21. All other duties as directed and as commensurate with the role.

### **KEY WORKING RELATIONSHIPS**

- Elected Members
- SMT
- Senior Managers
- Warrington & Co Board
- Local Enterprise Partnership (LEP)
- Marketing Cheshire
- Chief Executives & Directors of investment partners
- Local business leaders and associated networks
- Executive Directors of neighbouring local authorities – in developing and managing strategic collaboration opportunities.
- Senior Civil Servants associated with the Homes & Communities Agency (HCA), Departments for Business, Energy and Industrial Strategy, Department for Communities & Local Government (DCLG),
- Local Members of Parliament
- Senior business leaders and investors – local, regional, national and international

### **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:** 31/08/18

**Prepared/revised by:** Professor Steven Broomhead

**Agreed Job Description Signed By Holder:**  
(To be signed only following appointment) \_\_\_\_\_

**Date Job Description signed by Holder:** \_\_\_\_\_



# PERSON SPECIFICATION

JOB TITLE	GRADE	DIRECTORATE	SERVICE AREA
Operational Director / Managing Director, Warrington and Co.	Grade C	Economic Growth	N/A

## NOTE TO APPLICANTS

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(\*See grid overleaf)

CRITERIA	NECESSARY REQUIREMENTS	*E, D	* M.O.A.
<p><b>EXPERIENCE</b> (Required to do the job) Consider type, paid, unpaid, depth</p>	<ol style="list-style-type: none"> <li>1. Proven track record of achievement in a senior management role</li> <li>2. A strong background of achievement in an commercial and business setting</li> <li>3. A successful track record of working with private investors and developers in progressing economic growth and major schemes.</li> <li>4. Proven track record of achieving and managing change, organisational development and service improvements.</li> <li>4. Evidence of success in establishing a positive performance culture, including business planning, target setting, performance appraisal and the management of staff groups.</li> <li>5. A track record of working in successful partnerships with a wide range of internal and external bodies.</li> <li>6. Proven ability to deliver effective high performing and high quality services.</li> <li>7. A demonstrable understanding of the legal, financial and political workings of local government and current best practice on tackling the many challenges facing a unitary authority such as Warrington.</li> <li>8. Proven leadership skills, including the ability to inspire and motivate others, individually and in teams.</li> <li>9. Evidence of achievement as a clear, strategic and lateral thinker, able to be effective decision maker in a complex and challenging environment.</li> <li>10. Delivery of wide-scale, multi-disciplinary, multi-million pound programmes of complex regeneration projects</li> <li>11. Experience of working commercially with the private sector and achieving outcomes through direct contractual negotiations</li> </ol>	<p>E E E D E E E E E E E E E</p>	<p>A, I A A, I A, I, A, I, A, I A, I A, I A, I A, I A, I A, I</p>



be stated if essential to the job	3. Full driving licence and use of own vehicle. 4. On call and out of hour's duties as requested.	E E	I I
<b>COMMITMENT TO EQUALITY AND DIVERSITY</b> Consider the level of understanding and knowledge required	1. Ability to understand, demonstrate and ensure consideration and commitment to equality and diversity within all service plans, work of all teams and across the service as a whole. 2. Actively promote equality by identifying potential for discrimination, challenging inequity and championing this attitude throughout the service.	E E	A, I A, I
<b>COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE</b> Consider level of knowledge required	1. Ability to demonstrate and champion client empathy and high standards of customer service throughout the service. 2. Commitment to and responsibility for ensuring the highest standards and quality of service delivery throughout the service.	E E	A, I A, I

COMPLETED BY	DATE	APPROVED BY	DATE
Gareth Hopkins	31 August 2018	n/a	n/a

**METHOD OF ASSESSMENT (\* M.O.A.)**

**A = APPLICATION FORM, I = INTERVIEW / ASSESSMENT CENTRE**





4. Manage and lead services directly accountable for through good financial management and a strong performance culture.
5. Manage Heads of Service and be responsible for the monitoring and evaluation of performance management of the services by ensuring clear target objectives and means by which performance can be robustly managed.
6. Ensure that all members of the Directorate receive focussed and regular supervision, effective management and personal development in accordance with Council policy.
7. Develop positive and effective relationships with, and provide strategic advice on issues related to the Transport and Environment Directorate and all associated services to Elected Members, partner agencies and colleagues across the Council.
8. Provide high level support to Full Council, Executive Board, Policy Committees and the Council's Scrutiny function, and through the constitutional framework to assist them in identifying priorities, policies and service developments to meet both national priorities and local need.
9. Use the Council's available financial resources to maximum effect within the Council's financial regulations and standing orders, and manage the Directorate area budget within expenditure limits. To ensure that the service is efficient and effective and delivers good value for money.
10. Be responsible for all Human Resource matters including health, safety and welfare of employees as well as recruitment, performance, development and disciplinary matters.
11. Be responsible for robust and effective performance management, quality assurance, target setting and business planning in line with Corporate and Service priorities.
12. Work with Senior Management Team colleagues to ensure the development and delivery of crosscutting themes across the Council.
13. Actively support and promote co-operative and collaborative working throughout the Council and with the Council's partners where appropriate.
14. Constructively develop and promote effective relationships with stakeholders and partners ensuring that services are responsive to the diverse needs of all community members who live and work in Warrington.
15. To be an ambassador for the Council by developing and maintaining a positive image and reputation for the Council.
16. Ensure that all employees and activities within the Service comply at all times with the requirements of relevant legislation and statutory duties.
17. Promote equality of opportunity and access to the Council's functions and service activities and to fulfil the Council's responsibilities as an employer.
18. All other duties as directed and as commensurate with the role.

### **KEY WORKING RELATIONSHIPS**

- Elected Members
- SMT

- Senior Managers
- Chief Executives & Directors of partner organisations including Transport Operators
- Local business leaders and associated networks
- Executive Directors of neighbouring local authorities – in developing and managing strategic collaboration opportunities.
- Senior Civil Servants associated with the Homes & Communities Agency (HCA), Departments for Business, Energy and Industrial Strategy, Department for Communities & Local Government (DCLG), Department for Transport etc.
- Local Members of Parliament
- Senior business leaders and investors – local, regional, national and international

## **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:** 31/08/18

**Prepared/revised by:** Professor Steven Broomhead

**Agreed Job Description Signed By Holder:**  
(To be signed only following appointment) \_\_\_\_\_

**Date Job Description signed by Holder:** \_\_\_\_\_



# PERSON SPECIFICATION

JOB TITLE	GRADE	DIRECTORATE	SERVICE AREA
Operational Director	Grade C	Transport and Environment	N/A

## NOTE TO APPLICANTS

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(\*See grid overleaf)

CRITERIA	NECESSARY REQUIREMENTS	*E, D	* M.O.A.
<b>EXPERIENCE</b> (Required to do the job) Consider type, paid, unpaid, depth	<ol style="list-style-type: none"> <li>1. Proven track record of achievement in a senior management role</li> <li>2. A strong background of achievement in a public sector environment</li> <li>3. A successful track record of working with the private sector in progressing economic growth and major schemes.</li> <li>4. Proven track record of achieving and managing change, organisational development and service improvements.</li> <li>4. Evidence of success in establishing a positive performance culture, including business planning, target setting, performance appraisal and the management of staff groups.</li> <li>5. A track record of working in successful partnerships with a wide range of internal and external bodies.</li> <li>6. Proven ability to deliver effective high performing and high quality services.</li> <li>7. A demonstrable understanding of the legal, financial and political workings of local government and current best practice on tackling the many challenges facing a unitary authority such as Warrington.</li> <li>8. Proven leadership skills, including the ability to inspire and motivate others, individually and in teams.</li> <li>9. Evidence of achievement as a clear, strategic and lateral thinker, able to be effective decision maker in a complex and challenging environment.</li> <li>10. Evidence of delivery of wide-scale, multi-disciplinary, multi-million pound projects</li> <li>11. Experience of working with both public and private sector organisations to achieve successful outcomes through direct contractual negotiations</li> </ol>	E E E D E E E E E E E E E E E	A, I A A, I A, I, A, I, A, I A, I
<b>SKILLS AND ABILITIES</b> Consider level and type e.g.	<ol style="list-style-type: none"> <li>1. Ability to give objective, timely advice,</li> <li>2. Strategic vision coupled with a proven ability to deliver on the ground.</li> </ol>	E E	I A, I



<b>COMMITMENT TO EQUALITY AND DIVERSITY</b> Consider the level of understanding and knowledge required	1. Ability to understand, demonstrate and ensure consideration and commitment to equality and diversity within all service plans, work of all teams and across the service as a whole. 2. Actively promote equality by identifying potential for discrimination, challenging inequity and championing this attitude throughout the service.	E	A, I
		E	A, I
<b>COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE</b> Consider level of knowledge required	1. Ability to demonstrate and champion client empathy and high standards of customer service throughout the service. 2. Commitment to and responsibility for ensuring the highest standards and quality of service delivery throughout the service.	E	A, I
		E	A, I

COMPLETED BY	DATE	APPROVED BY	DATE
Gareth Hopkins	31/08/18	n/a	n/a

**METHOD OF ASSESSMENT (\* M.O.A.)**

**A** = APPLICATION FORM, **I** = INTERVIEW / ASSESSMENT CENTRE

